

Event Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
40100-0000009830	Sell	RFx	1
Event Round	Version		
1	1		
Event Name			
TDOT Cost Recovery Services			
Start Time	Finish Time		
01/05/2017 13:59:28 CST	01/26/2017 14:00:00 CST		

Bidder: PUBLIC EVENT DETAILS

Submit To: Transportation
Call for Shipping Information
United States

Contact: Christopher Benson
Phone: 615/741-0942
Email: chris.benson@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Event Description

This event is to bid for a five-year Statewide Contract for cost recovery services for the Tennessee Department of Transportation and local governmental entities.

Specifications and terms & conditions are attached.

Agency Contact: Chris Benson at 615-741-0942 and Chris.Benson@TN.gov.

READ THE ENTIRE BID, including the Event Details, Proposed Contract, and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to
<https://www.tn.gov/generalservices/article/invitations-to-bid-itb>.

Click on the link that says Bid Opportunities and log in with your vendor ID and password.

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link:
https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST (Maintain supplier information)

Central Procurement Office Website:
<http://www.tn.gov/generalservices/section/central-procurement-office>

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently.

General Questions

Question	UOM	Best	Worst	Weighting	Response
I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.					

IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Yes

0%

Required: Yes Mandatory Response:Yes

Event Details (cont.)

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Event Round	Version		
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Bidder: PUBLIC EVENT DETAILS

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United States

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Event Currency: US Dollar
Bids allowed in other currency: No

Response Comments

Question	UOM	Best	Worst	Weighting	Response
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Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401 et seq.).

The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Central Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

Note: If "no", attach exemption request addressed to the Central Procurement Officer.

Yes

0%

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Purchases by Local Government and Authorized Non-Profit Agencies (SWC) - T500

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

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Service Experience, Time in Business, Contracts

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the Description of Services. Please enter the information for three (3) comparable contracts on-going or completed within the last two (2) years.

Comparable Contract

List Name/Address of Comparable Contract
List the Contact Person
List the Phone Number
List the Contact Person's Email Address.

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Service Experience, Time in Business - Contracts

A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested. A bidder must furnish satisfactory evidence of successful completion of comparable contracts for at least three customers within the past two years and any other evidence required and requested in order to establish evidence of its ability to provide services in accordance with the terms and conditions and specifications. Enter the length of time in business and evidence of completion of three comparable contracts in the space provided below.

Failure to provide at least three comparable contract references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.

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Event Currency: US Dollar
Bids allowed in other currency: No

Question	UOM	Best	Worst	Weighting	Response
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Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name
List the Contract Administrator's Address
List the Contract Administrator's Phone Number
List the Contract Administrator's Toll Free Phone Number
List the Contract Administrator's Pager or Cell Number
List the Contract Administrator's Email Address
List the Contract Administrator's Website

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Vendor Contract Administrator

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name
List the Sub-Contractor's Address
List the Sub-Contractor's Contact Person
List the Sub-Contractor's Phone Number

No

0%

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Subcontracting

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all

Event Details (cont.)

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United States

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Email: chris.benson@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

work provided.

Please complete the attached form, Attachment 2 of the proposed Contract, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation.

This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Yes

0%

Required: Yes Mandatory Response:Yes

Response Comments

A link to the Central Procurement Office's surveying tool is included in the Event Attachments. We ask that you take a few short minutes to complete this survey. The purpose of this survey is to strengthen procurement processes of the Central Procurement Office (CPO) by capturing Vendor/Bidder assessments of, and actionable comments on, the process put in place by the Central Procurement Office.

Your responses will remain anonymous, and will have no bearing or consideration in the awarding of this procurement.

Required: No Mandatory Response:No

Response Comments

Iran Divestment Act. By submission of this response, each respondent and each person signing on behalf of any bidder certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Yes

0%

Required: Yes Mandatory Response:Yes

Event Details (cont.)

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Contact: Christopher Benson
Phone: 615/741-0942
Email: chris.benson@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Response Comments

Question	UOM	Best	Worst	Weighting	Response
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Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.
Response Comments

Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

No

0%

Required: Yes Mandatory ResponseNo

Event Details (cont.)

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Event Currency: US Dollar
Bids allowed in other currency: No

Response Comments

Question	UOM	Best	Worst	Weighting	Response
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Please attach your completed evaluation model.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.

Response Comments

Bidders are to enter a single percentage to be applied as the administrative fee to be deducted from recovered claims. The State does not allow multiple percentages for a bid factor.

Enter the percentage as a decimal. Do not use a minus sign (-) or a plus sign (+).

For example, for a bid of 10% enter .10.

0

0%

Required: Yes Mandatory ResponseNo

Response Comments

At the time of bid submission to the State of Tennessee Central Procurement Office, the bidder must submit documentation from a Certified Public Accountant stating the bidder has sufficient accounting system and internal controls to properly manage this contract in accordance with generally accepted accounting principles.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.

Response Comments

Event Details (cont.)

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Event Currency: US Dollar
Bids allowed in other currency: No

Line Details

Line: 1 **Item ID:** **Line Qty:** 1.00 **UOM:** Each **Weighting:** 100% **Bid Qty:**

Required: Yes **Reserve Price:** No

Description: Administrative Fee (Per Section A.8.) Enter .01 as price bid. Award will be made by evaluation model.

Question	UOM	Best	Worst	Weighting	Response
What is the unit price of this item?				100%	<input type="text"/>

Required: Yes **Mandatory Response:** No

Response Comments

Event Details (cont.)

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Event Round	Version		
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Event Currency: US Dollar
Bids allowed in other currency: No

Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		

Event Details (cont.)

PeopleSoft Strategic Sourcing

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40100-0000009830	Sell	RFx	10
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Bids allowed in other currency: No

Appendix A - Line Specifications

Line: 1 **Item ID:** **Line Qty:** 1 **UOM:** Each **Weighting:** 100%
Description: Administrative Fee (Per Section A.8.) Enter .01 as price bid. Award will be made by evaluation model.

Item Specifications

Manufacturer:		Item Height:	0
Mfg Item ID:		Dimension UOM:	
Item Length:	0	Volume UOM:	
Item Width:	0	Weight UOM:	
Item Volume:	0	Item Color:	
Item Weight:	0		
Item Size:			

Shipping Information

Schedule:	1	Ship To:	WILLIAM R SNODGRASS-TN TOWER
Quantity:	1		312 ROSA L PARKS AVE
Due Date:	02/01/2017		3RD FLOOR
Freight Terms:			NASHVILLE TN 37243
Ship Via:			United States

Event Details (cont.)

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Event Currency: US Dollar
Bids allowed in other currency: No

Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal. If the information will be submitted in writing please mail to the following address: Department of Finance and Administration 312 Rosa L. Parks Ave. 21st Floor Tennessee Tower ATTN: Supplier Maintenance Nashville, TN 37243
3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016